

Job Details

Application Deadline: Posted until Filled

Posted: July 9, 2013

Starting Date: AS SOON AS FILLED

Job Description

We are now accepting applications for a school counselor for grades K-12, emphasis on secondary program. Interested parties please apply at our website at www.Northstararterschool.org

Overview of North Star Charter School

North Star Charter School is a highly successful K-12 public school with the mission of building an environment of respect, compassion, and critical thinking that inspires civic leadership. The school is set just outside of Eagle, Idaho. The successful culmination of the K-12 program is an International Baccalaureate diploma.



At North Star Charter School, the principles that guide classroom behaviors are hard work, study smart, and have fun learning. The principles that guide personal behaviors are respect for self, respect for others, and respect for property.

North Star Charter School is committed to maintaining a safe work and learning environment. We have developed and enforce a no bullying school and bus transportation policy.

North Star Charter School is an Equal Opportunity Employer.

OVERVIEW

The professional school counselor's role is to provide support for the school's comprehensive guidance plan. The counselor helps students and teachers resolve problems that impede student learning. The counselor counsels students to acknowledge and manage personal conduct and helps students identify goals and make appropriate choices. The counselor helps develop and implement the school's career guidance program. The counselor works with the teachers to maintain a positive learning experience and encourage parent involvement in the student's education.

JOB DESCRIPTION

- Report to Education Director or Head of School, grades 7-12
- Develop positive relationships with Idaho colleges and universities for post-secondary transition
- Facilitate post-secondary transition services (college visitations, college application, scholarships, etc.) for junior and senior students
- Facilitate a plan (information services to students and parents, testing dates, sites, registration, marketing) to promote the participation of students in testing initiatives for college entrance (PLAN, PSAT, ACT, SAT, ASVAB, etc.) – suggestions for improving attendance through marketing and messaging
- Provide for student orientation to students, grades 7-12
- Oversee the maintenance of student transcripts and respond to transcript requests
- Coordinate Care Team meetings and the implementation of Section 504 plans
- Knowledge of International Baccalaureate Diploma Programme desired
- Serve as a resource for implementing drug-free initiatives at the high school level, participate on the school Safe and Drug Free advisory committee, and attend the regional SDFS meetings
- Help teaching and administrative staff address student concerns (e.g. excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.)
- Develop the process for creating four-year plans with 8th grade students, in accordance with Idaho state guidelines, and train 8th grade teachers to help their students create personal learning plans
- Communicate high expectations and show an active interest in student progress
- Consult with parents, licensed professional counselors, and service agencies as needed in accordance with confidentiality regulations

- Report evidence of suspected child abuse as required by law
- Participate in professional growth opportunities to remain current with innovative guidance strategies – K12, Elluminate, Time Management, Fall Inservice, local and state counseling organizations and trainings (COSAC, ISCA, ICGA)
- Work with the placement team to decide on appropriate student placement within the high school K12 curriculum
- Assist in the development of the 7-12 academic schedule
- Coordinate schedule changes with students-PowerSchool knowledge is highly recommended
- Serve as the IDLA site coordinator and schedule students for summer school and correspondence courses
- Become knowledgeable of the high school curriculum in order to make sound academic placement decisions
- Perform other specific job related duties as directed

Application Questions

Please answer the questions on the job application on the North Star Charter School web site, found at www.northstarcharter.org . It is **highly recommended** that you type any essays in a word processing program, save them, and then paste them on the job application page. Please email your resume, North Star Charter School application materials, scanned copies of transcripts, and three letters of recommendation to Lrogien@northstarcharter.org

Contact Information

Email: Lrogien@northstarcharter.org